

10 SEPTEMBER 1993



Morale, Welfare, Recreation, and Services

**NONAPPROPRIATED FUNDS PERSONNEL
MANAGEMENT AND ADMINISTRATION**

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OPR: HQ USAF/MWX (Mr Richard FitzGerald) Certified by: HQ USAF/MW (Mr Arthur J. Myers)
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1. The Air Force must administer and manage cost-effective, comprehensive personnel programs that assure fair and equitable treatment for its people. This directive establishes policies for the efficient and effective management of the Air Force Nonappropriated Fund (NAF) Personnel Program.
2. NAF positions will be established and utilized to ensure the most cost-effective use of labor to maximize return on investment.
3. At each of its installations, the Air Force will fill NAF positions based on merit and qualification, without arbitrary discrimination because of race, color, religion, sex, national origin, age, or handicapping condition.
4. NAF pay schedules will be operated according to Office of Personnel Management policy for NAF positions subject to the provisions of Public Law 92-392 and Office of the Secretary of Defense guidance, and will support the principle of equal pay for substantially equal work through proper classification and pay setting methods.
5. To ensure that sufficient qualified employees are available to meet worldwide management needs, the Air Force will operate a career program for NAF employees.
6. Consistent with similar programs offered employees of the Department of Defense (DoD) and certain employees in the private sector, the Air Force will operate a NAF employee benefits and entitlement program.
7. The Air Force will operate a NAF performance appraisal system to serve as the basis for adjusting pay and business based actions.
8. This directive establishes the following responsibilities and authorities:
 - 8.1. The Assistant Secretary of the Air Force for Manpower, Reserve Affairs, Installations and Environment (SAF/MI) is responsible for morale, welfare, recreation, and services policy matters as

described in AFPD 90-1, Strategic Planning and Policy Formulation, paragraph 1.5.2. SAF/MI approval is required before this document is changed, reissued, or rescinded.

8.2. The Directorate of Morale, Welfare, Recreation, and Services (HQ USAF/MW) develops, coordinates, and executes NAF civilian personnel policy and approves essential procedural guidance for the management of the NAF program throughout the Air Force.

8.3. The Air Force Morale, Welfare, Recreation, and Services Agency (AFMWRSA) establishes and publishes NAF personnel program implementing procedures.

8.4. The major commands (MAJCOM/MW) and their equivalents identify and allocate resource requirements, and oversee program compliance and effectiveness.

8.5. Installation commanders execute these policies and implement procedures.

9. See Attachment 1 for measures of compliance.

10. See Attachment 2 for other publications implemented or related to this directive.

NORMAND G. LEZY, Brig General, USAF
Director of Morale, Welfare, Recreation, and Services

Attachment 1

MEASURING AND DISPLAYING COMPLIANCE WITH POLICY

A1.1. Compliance with NAF civilian personnel program policy will be assessed onsite by Air Staff representatives using AFI 34-304. The measurement charts (figures A1.1 and A1.2) will display program condition trends by depicting the percent of program elements rated Satisfactory and above for the most recent 3 fiscal years. Human resource administration assesses the effectiveness of the human resource office in administering the NAF human resource program. Human resource management assesses the effectiveness of managers and supervisors in fulfilling their human resource responsibilities.

Figure A1.1. Sample Metric of NAF Human Resource Administration

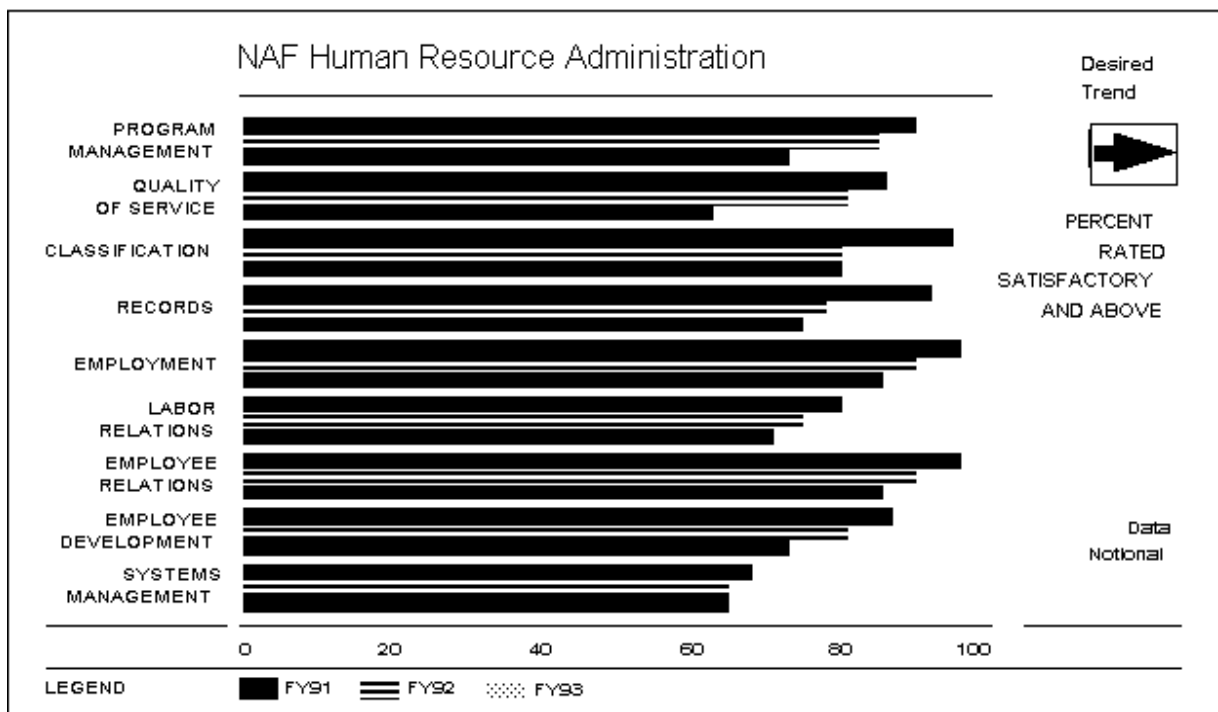
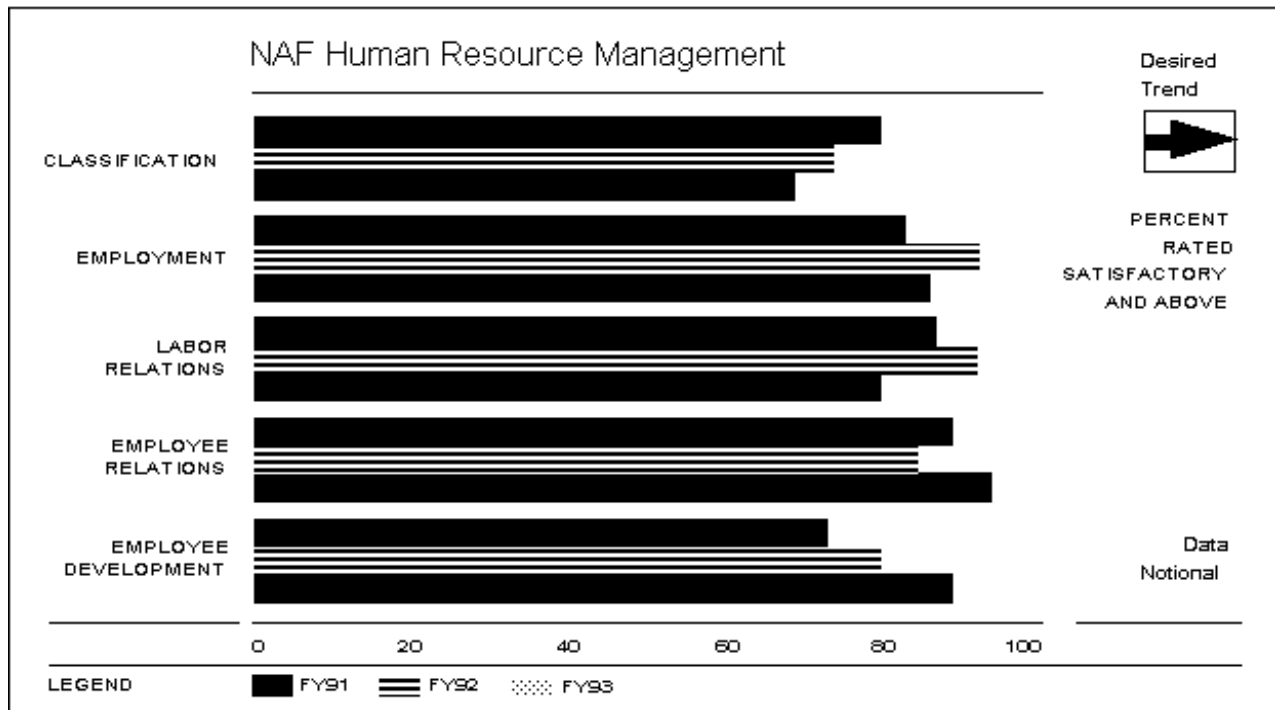


Figure A1.2. Sample Metric of NAF Human Resource Management



Attachment 2

RELATED PUBLICATIONS

Implemented Publication

DoD 1401.1-M, with Changes 1 through 4, *Personnel Policy Manual for Nonappropriated Fund Instrumentalities* December 1988

Interfaced Publications

AFI 34-301, *NAF Personnel Management and Administration*, formerly AFRs 40-7 and 215-41

AFI 34-302, *NAF Employee Retirement Plan*, formerly AFR 176-31

AFI 34-303, *NAF Personnel Management and Administration Standard Position Descriptions/Position Guides and Classification Standards Use*, formerly AFR 40-7, Volume 1

AFI 34-304, *Air Force Quality Assessment Guides for NAF Civilian Personnel Management and Administration*

AFI 34-30, *Employee Group Health Plan* AFR 34-3, Volume 8, Chapter 4

AFI 34-306, *NAF Employee Group Life and Accidental Death and Dismemberment Plan*, formerly AFR 34-3, Volume 8, Chapter 4

AFI 34-307, *NAF Employee Flexible Benefits Plan*

AFI 34-308, *NAF Employee Workers' Compensation Program*, formerly AFR 176-29

AFI 34-309, *NAF Employee Unemployment Compensation Program Guidance and Procedures*, formerly AFR 176-25

AFPD 90-1, *Strategic Planning and Policy Formulation*

NOTE:

It also interfaces with *Air Force Nonappropriated Fund System Program Action Directive*, September 24, 1990 (copies available from AFMWRSA/MWXHC, 550 C Street West, Randolph AFB TX 78150-7000).